



PLANNING APPLICATION

CITY OF SANTA CLARA, PLANNING DIVISION

1500 Warburton Avenue, Santa Clara, California 95050

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See page 2 for application requirements

APPLICATION FOR:

(Please check all applicable boxes)

- ☐ VARIANCE
- ☐ USE PERMIT
- ☐ ZONING CHANGE
- ☐ TENTATIVE MAP
- ☐ TENTATIVE PARCEL MAP
- ☐ LOT LINE ADJUSTMENT
- ☐ MODIFICATION
- ☐ SPECIAL PERMIT
- ☐ HISTORICAL & LANDMARKS COMMISSION
- ☐ GENERAL PLAN AMENDMENT
- ☐ OFF-SITE PARKING PERMIT
- ☐ (OTHER):

ARCHITECTURAL REVIEW FOR:

- ☐ RESIDENTIAL
- ☐ NON-RESIDENTIAL
- ☐ MIXED-USE
- ☐ LANDSCAPE
- ☐ SIGNS
- ☐ TEMPORARY SIGNS

FOR PLANNING STAFF USE ONLY

Checked in by: _____ on _____

Fee: _____ Receipt number: _____

PCC-SC meeting date: _____

Tentative Commission date: _____

Tentative AC meeting date: _____

File number(s): _____

ENVIRONMENTAL REVIEW:

☐ EXEMPT ☐ NEG DEC ☐ EIR

Fax to: _____

Fax #: _____

Project Address: _____

County Assessor's Parcel Number (APN): _____ - _____ - _____

Development Project Description: _____

Building area: _____ square feet

Gross lot area: _____ acres / square feet

Hazardous Wastes and Substances Statement (Calif. Gov. Code 65962.5):

☐ This site is **not** included on the Hazardous Wastes and Substances Sites List

☐ This site is on the Hazardous Wastes and Substances Sites List.

(Copies of the applicable Lists are available online at these addresses:

<https://www.envirostor.dtsc.ca.gov/public/> and <https://geotracker.waterboards.ca.gov/>)

Date of list: _____

Regulatory ID #: _____

☐ **Urban Runoff Pollution Prevention Program (URPPP)** information provided to applicant ([C.3. data form](#))

Please print all information legibly, including correct zip code.

Applicant: _____ Mailing address: _____ Day phone: _____

Company: _____ City: _____ Zip code: _____

Signature: _____ E-Mail: _____

Property Owner: _____ Mailing address: _____ Day phone: _____

Company: _____ City: _____ Zip code: _____

Signature: _____ E-Mail: _____

NOTE: Please attach the names and full addresses, including zip codes, of all other involved parties to which you would like agendas and minutes sent.

Statement of justification for the above APPLICATION:

This statement will be included in the staff report to the Planning Commission; a separate statement may be attached, if necessary): Contact staff for assistance on preparing a statement. _____

Tentative Map / Tentative Parcel Map / Lot-Line Adjustment application only:

Engineering firm: _____ Engineer's name: _____

Address: _____ Phone #: _____

Internet E-Mail (Optional) _____ Fax #: _____

Engineer's signature _____

STAFF COMMENTS: _____

TO BE COMPLETE, IN ADDITION TO FILING THE APPROPRIATE APPLICATION FEES AND ANY REQUIRED ENVIRONMENTAL INFORMATION, THE FOLLOWING PLANS AND ADDITIONAL INFORMATION MUST ACCOMPANY THE PLANNING APPLICATION, BASED UPON THE TYPE OF REQUEST BEING MADE:

Note: All submittals must be black line drawings. Please provide only one copy of the required plans in color, if applicable. All plans shall be folded, except plans over 20 sheets, which must be rolled individually.

TYPE OF APPLICATION REQUEST	REQUIRED MATERIALS TO BE SUBMITTED (stapled and collated)
VARIANCE, USE PERMIT, or ZONING CHANGE.....	12 COPIES of B; 12 COPIES of C; 12 COPIES of D; 1 COPY of A
MODIFICATION.....	4 COPIES of B; 4 COPIES of C; 4 COPIES of D
TENTATIVE MAP, TENTATIVE PARCEL MAP, or LOT-LINE ADJUSTMENT.....	12 COPIES of B; One (1) 8 1/2" x 11" reduction of B
HISTORICAL and LANDMARKS COMMISSION.....	11 COPIES (size: 11"x17") of B; 11 COPIES (size: 11"x17") of C; 11 COPIES (size: 11"x17") of D; 1 copy of A
SPECIAL PERMIT, GENERAL PLAN AMENDMENT, or TEMPORARY SIGN PERMIT, OFF-SITE PARKING PERMIT	(See Planning Division Personnel)

Architectural Review for:

RESIDENTIAL, NON-RESIDENTIAL, or MIXED-USE.....	4 COPIES of B; 4 COPIES of C; 4 COPIES of D
LANDSCAPING.....	4 COPIES of E
SIGNS.....	4 COPIES of B; 4 COPIES of L
SINGLE-FAMILY RESIDENTIAL.....	4 COPIES of O

REQUIRED ADDITIONAL APPLICATION MATERIALS:

- ☐ A non-refundable filing fee must accompany this application, when applicable; checks payable to the City of Santa Clara.
- ☐ Extra copies of these materials and/or additional information, such as photos or exterior-surface-material samples, may be requested by staff based upon pre-application discussions or upon review of application.
- ☐ All applications and materials, including reductions, must be LEGIBLE in order for the application to be deemed complete.
- ☐ Electronic copy of complete plan set submitted on a USB drive.
- ☐ A completed [PCC submittal checklist](#) for ALL projects going to **Project Clearance Committee (PCC)**
- ☐ 10 copies of the completed PCC submittal checklist.
- ☐ An application may be deemed incomplete and its review delayed if *any* of the required materials are not provided.

An application **may be deemed incomplete and its review delayed if **any** of the **required materials** are not provided.*

REQUIRED PLANS:

See the [PCC submittal checklist](#) for required information to be shown on all plan sheets.

- A. ☐ **One 8 1/2" X 11" reduction** of the full plan set.
- B. ☐ Fully dimensioned **SITE PLAN**
- C. ☐ Fully dimensioned **FLOOR PLANS**
- D. ☐ Fully dimensioned **ELEVATIONS**
- E. ☐ Fully dimensioned **LANDSCAPE SITE PLAN and PLANTING PLAN**
- F. ☐ **Green Building Checklist**
- G. ☐ **Engineering Division Plan** Requirements
- H. ☐ **Utility Department Plan** Requirements
- I. ☐ **Fire Department Plan** Requirements
- J. ☐ **Street Department Plan** Requirements
 - ☐ [Completed C.3. data form](#)
 - ☐ [3rd party verification letter for C.3 plan proposal](#)
- K. ☐ **Parks and Recreation Department** Requirements
- L. ☐ **Fully dimensioned SIGN ELEVATIONS, if applicable, showing:**
 - Each sign, existing and proposed, showing materials and colors
 - The building face or marquee with proposed signs attached (except for free-standing signs)
 - Square footage of all existing and proposed signs

REQUIRED PLANS AND APPLICATION MATERIALS FOR A SINGLE-FAMILY RESIDENCE:

- M. ☐ Property owner signed and completed planning application
- N. ☐ All required fees paid
- O. ☐ Plan set (fully dimensioned and to scale) including, but not limited to:
 - ☐ Site Plans
 - ☐ Floor Plans
 - ☐ Elevations
- P. ☐ Other additional information if requested